



Memorandum

To: Centennial Staff and Contractors

From: Barbara Setterlind, City Clerk

Date: September 2, 2015

Subject: Staff Involvement in Elections

Issue: This memo includes information regarding what Centennial staff can and cannot do, and should and should not do during the upcoming Election.

The state statutes and constitutional provisions recognize that employees, as individuals, have the right to take personal positions on candidates or issues on the ballot. Therefore, there are no legal restrictions on an employee's right to spend personal funds, make contributions, or use *personal* time to urge electors to vote in favor or against a candidate or an issue when they are not "on the clock." The key word here is "personal."

Restricted Employee Activities: In view of the above, it is important for staff to act according to the following guidelines with regard to election activities and issues:

- City employees shall not do any campaigning while on City time nor shall they use any City equipment, including telephones, city-owned smart phones, copiers, computers, City email accounts, paper, pens and other supplies, for any campaign purposes.
- Additionally, no employee shall wear any campaign buttons or clothing that endorses a candidate or ballot question or issue position on City premises during office hours.
- City employees are permitted to answer questions of a factual nature related to the election if they know and if they are asked by a citizen. You should not respond to questions with an answer that may be subjective in nature or which advocates one position or another. Please remember that anything you say may be construed as an official statement of the City of Centennial.

If You Have Questions: If you are not sure whether the response to a question requires factual information or advocacy, please contact the City Attorney for guidance.

Please make sure that all staff members in your department receive a copy of this memo.